Hamilton, R [illegible] [Manager, University of Toronto Press] OPEN OPEN 1919-1920 (074)

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ADDRESS REPLY TO
R. J. HAMILTON,
MANAGER

University of Toronto Press
Toronto

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Aug. 7th. 1919.

Sir Robert Falconer, K.C.M.G.,
Huntsville,
Ontario.

Dear Mr. President:-

I am sorry that I find it necessary to interfere with your vacation by discussing a business matter.

You recall that at the last meeting of the Printing Committee I was given authority to purchase another Typesetting Machine if I could find room to operate it. After giving the matter further consideration I find sufficient available space in our own quarters to operate another large Cylinder Press. I consider the need for this Press to be more urgent than the Typesetting Machine and consequently feel that no time should be lost in ordering one. The price has naturally advanced considerably since we purchased our first one. I am quoted for immediate acceptance a price of approximately $4,800.00, and as prices are most likely to advance further, I think the order should be placed immediately. By ordering now we cannot get delivery before the first of December at the earliest. I should be obliged if you would drop me a line on this subject.

Wishing you a pleasant vacation, I am,

Yours very truly,

UNIVERSITY OF TORONTO PRESS,

R J Hamilton

Manager.

Huntsville .P.O Ont.

Aug. 8 1919.

Dear Mr Hamilton;

My typewriting has to be apoplogised for but you will be able to make out my letter I hope.

If the pride of the Cylindrical Press is about the same as that of th Typesetting machine I have no difficulty in authorising you to make the exchange; but if the Cylinder press will cost much more I do not feel like taking the responsibility as I must in matters of importance unless there be some obvious urgency be guided by the action of the committee. I expect to be in Toronto on Aug. 25 for two dats and I could see you then if you are in town.

Yours sincerely

ADDRESS REPLY TO
R. J. HAMILTON,
MANAGER

Board

University of Toronto Press

Toronto

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January 19. 1920.

The President.

University of Toronto.

Dear Mr. President.

Since the Printing Committee suggested to the Board the advisability of securing 69 St. George Street I continued gathering information on the question, interviewing among others the Chairman of the Property Committee, the Superintendent, and Dr. McMurrich who was not present at our last meeting. The proposal at first appealed to me, particularly as I felt that adequate accommodation could be secured this summer to relieve the present intolerable condition in the Press. I have now doubt however about the wisdom of spending $15,000 or $20,000 on what may be only a temporary location. It will cost us at least $1,500 to move and I fear our annual bill for heating would be very large. In addition heavy wires must be brought under ground from the Central Heating Plant to give us power.

Personally Mr. President, for a long time I have cherished the hope that we could have our own building over the Central Heating Plant and as far as I can ascertain there is no valid objection to be raised. In what other way could you improve the present unsightly view from the Park?. My suggestion would be to erect a two story stone structure over the lower part of the plant and enclose the coal drive under a stone arch way as planned some time ago by a landscape architect. The west wall towards the Medical Building and the inner wall of the archway might be brick to save expense.

ADDRESS REPLY TO
R. J. HAMILTON,
MANAGER

University of Toronto Press

Toronto

January 19. 1920.

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The President.

University of Toronto.

The plans for the new Anatomical Building show that it will be distant between 16 feet and 20 feet at the nearest point and the view of only the lower two storeys for about one quarter of its length would be obstructed from the Park. Furthermore this building could in no way interfere with a future extension of the Biological Building.

This Building would give us two floors 64 feet x 76 feet and should provide ample accommodation for both the Press and Book Department for many years.

Our main entrance would be at the side toward the Biological Building and the receiving room would be reached off the coal drive way.

The expensive part of the construction is already done. The walls can easily carry this extra two storeys and the roof of heating plant is sufficiently strong to carry much more than all our heavy machinery. I do not see how the total cost can exceed probably $50,000 and this sum can be altogether taken care of by the Press within four or five years. Neither is there any reason why it could not be completed before September. I am satisfied that the noise from our machinery is less than that from the generating motors in the Heating Plant and cannot be heard in the Park.

Yours truly,

UNIVERSITY OF TORONTO PRESS

R. J. Hamilton

Manager.

ADDRESS REPLY TO
R. J. HAMILTON,
MANAGER

University of Toronto Press

Toronto May 31 1920.

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The President.

University of Toronto.

Dear Mr. President.

The two accompanying letters from the Richardson and Muir firms in England contained all the information Mr. Langton had when he placed his order with us April 18. 1920 for two colors of seal, one color of Oasis Morocco and one for Pig-skin. In the case of seal the manufacturer says " We do not think we have sufficient to supply in quantity until after next season's catch comes to hand, and the manufacturer of Pig-Skin says " We have more orders in hand that we can possibly execute for our regular customers." It would appear therefore that the Oasis Morroco of which Mr. Langton ordered only one kind was the only material which the manufacturers will be able to supply.

Please let me have these letters back when you are through with them.

Yours truly,

UNIVERSITY OF TORONTO PRESS.

R. J. Hamilton

Manager.

June 1st, 1920

R. J. Hamilton, Esq.,
University Press.

Dear Mr. Hamilton:

I am returning to you the letters. The important matter, as I said yesterday, is that there should be enough of the Oasis Morocco on hand for the binding that Mr. Langton wishes executed before the opening of next autumn term. Also, you should have an order put in for the seal even if the manufacturers cannot supply it, because in so doing you will fulfil the terms of Mr. Langton's request.

Yours sincerely,

President.